

# Refund Application

*For a TOTAL REFUND directly to the applicant*

## INSTRUCTIONS

- 1) **REVIEW** the Special tax notice regarding plan payments on pages i through iv. We are required to provide all potential recipients of lump-sum payments with this notice, which was prepared by the IRS. Be sure to keep this notice for your records.
- 2) **COMPLETE PART 1**, and then **PRINT** this entire application. Your application may not be submitted online or via e-mail.
- 3) **GIVE** Part 2 to the payroll officer of the Massachusetts public school district by which you were last employed, and ask him or her to complete Part 2 and return it directly to you.
- 4) **MAKE** a photocopy of Parts 1 and 2 for your records.
- 5) After the date of your resignation or termination from service, **SEND** your complete application—Parts 1 and 2—to our Boston office:

Refund Application Processing Unit  
Massachusetts Teachers' Retirement Board  
69 Canal Street  
Boston, MA 02114-2006

Please allow **60 days** from the date that we receive your completed Refund Application from you for our refund unit to process your payment.



### BOSTON OFFICE

69 Canal Street  
Boston, MA 02114-2006  
**Phone** 617-727-3661  
**Fax** 617-727-6797

### WESTERN REGIONAL OFFICE

101 State Street, Suite 210  
Springfield, MA 01103-2066  
**Phone** 413-784-1711  
**Fax** 413-784-1707

### ONLINE

mass.gov/mtrb

### Have questions or need assistance?

Please don't hesitate to contact our Boston office at 617-878-2890. We're here to help!

### Please remember, if you are still in active service...

- You may not submit your Refund Application to the MTRB until **AFTER** the date of your resignation or termination from service.
- We cannot process your refund payment until **after we have received your last payroll deduction** from your school district.

## Special tax notice regarding plan payments

This is a notice of important information you will need to consider before you decide how to receive your payment from the MTRS. We are required to provide all potential recipients of lump-sum payments with this notice, which was prepared by the IRS.

Throughout this section, “Plan” refers to the Massachusetts Teachers’ Retirement System employer retirement plan, which is a 401(a) plan.

**The information that follows gives you a brief summary of the federal—not state or local—tax rules that might apply to your payment. These rules are complex and contain many conditions and exceptions that are not included in this space. Accordingly, you might want to consult with a professional tax advisor before you receive your payment.**

You may also find more specific information regarding the tax treatment of payments from qualified retirement plans in two IRS Publications: 575, *Pension and Annuity Income*, and 590, *Individual Retirement Arrangements*. These publications are available from your local IRS office, on the IRS’s web site at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM.

This section applies to—and is written for—members who withdraw their funds from their annuity savings account.

## Introduction

This notice explains how you can continue to defer federal income tax on your retirement savings in the Massachusetts Teachers’ Retirement System (the “Plan”) and contains important information you will need before you decide how to receive your Plan benefits.

This notice is provided to you by the Massachusetts Teachers’ Retirement System (your “Plan Administrator”) because all or part of the payment that you will soon receive from the Plan may be eligible for rollover by you or your Plan Administrator to a traditional IRA or an eligible employer plan. A rollover is a payment by you or the Plan Administrator of all or part of your benefit to another plan or IRA that allows you to continue to postpone taxation of that benefit until it is paid to you. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account (formerly known as an education IRA). An “eligible employer plan” includes a plan qualified under section 401(a) of the Internal Revenue Code, including a 401(k) plan, profit-sharing plan, defined benefit plan, stock bonus plan, and money purchase plan; a section 403(a) annuity plan; a section 403(b) tax-sheltered annuity; and an eligible section 457(b) plan maintained by a governmental employer (governmental 457 plan).

An eligible employer plan is not legally required to accept a rollover. Before you decide to roll over your payment to another employer plan, you should find out whether the plan accepts rollovers and, if so, the types of distributions it accepts as a rollover. You should also find out about any documents that are required to be completed before the receiving plan will accept a rollover. Even if a plan accepts rollovers, it might not accept rollovers of certain types of distributions, such as after-tax amounts. If this is the case, and your distribution includes after-tax amounts, you may wish instead to roll your distribution over to a traditional IRA or split your rollover amount between the employer plan in which you will participate and a traditional IRA. If an employer plan accepts your rollover, the plan may restrict subsequent distributions of the rollover amount or may require your spouse’s consent for any subsequent distribution. A subsequent distribution from the plan that accepts your rollover may also be subject to different tax treatment than distributions from this Plan. Check with the administrator of the plan that is to receive your rollover prior to making the rollover.

If you have additional questions after reading this notice, please contact the MTRB.

## Summary

There are two ways you may be able to receive a Plan payment that is eligible for rollover:

- (1) Certain payments can be made directly to a traditional IRA that you establish or to an eligible employer plan that will accept it and hold it for your benefit (“DIRECT ROLLOVER”); or
- (2) The payment can be PAID TO YOU.

If you choose a DIRECT ROLLOVER:

- Your payment will not be taxed in the current year and no income tax will be withheld.
- You choose whether your payment will be made directly to your traditional IRA or to an eligible employer plan that accepts your rollover. Your payment cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account because these are not traditional IRAs.
- The taxable portion of your payment will be taxed later when you take it out of the traditional IRA or the eligible employer plan. Depending on the type of plan, the later distribution may be subject to different tax treatment than it would be if you received a taxable distribution from this Plan.

If you choose to have a Plan payment that is eligible for rollover PAID TO YOU:

- You will receive only 80% of the taxable amount of the payment, because the Plan Administrator is required to withhold 20% of that amount and send it to the IRS as income tax withholding to be credited against your taxes.
- The taxable amount of your payment will be taxed in the current year unless you roll it over. Under limited

circumstances, you may be able to use special tax rules that could reduce the tax you owe. However, if you receive the payment before age 59-1/2, you may have to pay an additional 10% tax.

- You can roll over all or part of the payment by paying it to your traditional IRA or to an eligible employer plan that accepts your rollover within 60 days after you receive the payment. The amount rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.
- If you want to roll over 100% of the payment to a traditional IRA or an eligible employer plan, you must find other money to replace the 20% of the taxable portion that was withheld. If you roll over only the 80% that you received, you will be taxed on the 20% that was withheld and that is not rolled over.

**Your Right to Waive the 30-Day Notice Period.** Generally, neither a direct rollover nor a payment can be made from the plan until at least 30 days after your receipt of this notice. Thus, after receiving this notice, you have at least 30 days to consider whether or not to have your withdrawal directly rolled over. If you do not wish to wait until this 30-day notice period ends before your election is processed, you may waive the notice period by making an affirmative election indicating whether or not you wish to make a direct rollover. Your withdrawal will then be processed in accordance with your election as soon as practical after it is received by the Plan Administrator.

## More information

- 1) Payments that Can and Cannot be Rolled Over
- 2) Direct Rollover
- 3) Payments Paid to You

### 1) Payments that Can and Cannot be Rolled Over

Payments from the Plan may be “eligible rollover distributions.” This means that they can be rolled over to a traditional IRA or to an eligible employer plan that accepts rollovers. Payments from a plan cannot be rolled over to a Roth IRA, a SIMPLE IRA, or a Coverdell Education Savings Account. Your Plan administrator should be able to tell you what portion of your payment is an eligible rollover distribution.

**After-tax Contributions.** If you made after-tax contributions to the Plan, these contributions may be rolled into either a traditional IRA or to certain employer plans that accept rollovers of the after-tax contributions. The following rules apply:

- (a) **Rollover into a Traditional IRA.** You can roll over your after-tax contributions to a traditional IRA either directly or indirectly. Your plan administrator should be able to tell you how much of your payment is the taxable portion and how much is the after-tax portion.

If you roll over after-tax contributions to a traditional IRA, it is your responsibility to keep track of, and report to the Service

on the applicable forms, the amount of these after-tax contributions. This will enable the nontaxable amount of any future distributions from the traditional IRA to be determined.

Once you roll over your after-tax contributions to a traditional IRA, those amounts CANNOT later be rolled over to an employer plan.

- (b) **Rollover into an Employer Plan.** You can roll over after-tax contributions from an employer plan that is qualified under Code section 401(a) or a section 403(a) annuity plan to another such plan using a direct rollover if the other plan provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You can also roll over after-tax contributions from a section 403(b) tax-sheltered annuity to another section 403(b) tax-sheltered annuity using a direct rollover if the other tax-sheltered annuity provides separate accounting for amounts rolled over, including separate accounting for the after-tax employee contributions and earnings on those contributions. You CANNOT roll over after-tax contributions to a governmental 457 plan. If you want to roll over your after-tax contributions to an employer plan that accepts these rollovers, you cannot have the after-tax contributions paid to you first. You must instruct the Plan Administrator of this Plan to make a direct rollover on your behalf. Also, you cannot first roll over after-tax contributions to a traditional IRA and then roll over that amount into an employer plan.

The following types of payments *cannot* be rolled over:

**Payments Spread over Long Periods.** You cannot roll over a payment if it is part of a series of equal (or almost equal) payments that are made at least once a year and that will last for:

- your lifetime (or a period measured by your life expectancy), or
- your lifetime and your beneficiary's lifetime (or a period measured by your joint life expectancies), or
- a period of 10 years or more.

**Required Minimum Payments.** Beginning when you reach age 70-1/2 or retire, whichever is later, a certain portion of your payment cannot be rolled over because it is a “required minimum payment” that must be paid to you. The Plan Administrator of this Plan should be able to tell you if your payment includes amounts which cannot be rolled over.

### 2) Direct Rollover

A DIRECT ROLLOVER is a direct payment of the amount of your Plan benefits to a traditional IRA or an eligible employer plan that will accept it. You can choose a DIRECT ROLLOVER of all or any portion of your payment that is an eligible rollover distribution, as described in Part 1 above. You are not taxed on any taxable portion of your payment for which you choose a DIRECT ROLLOVER until you later take it out of the traditional IRA or eligible employer plan. In addition, no income tax withholding is required for any taxable portion of your Plan



benefits for which you choose a DIRECT ROLLOVER. This Plan might not let you choose a DIRECT ROLLOVER if your distributions for the year are less than \$200.

**DIRECT ROLLOVER to a Traditional IRA.** You can open a traditional IRA to receive the direct rollover. If you choose to have your payment made directly to a traditional IRA, contact an IRA sponsor (usually a financial institution) to find out how to have your payment made in a direct rollover to a traditional IRA at that institution. If you are unsure of how to invest your money, you can temporarily establish a traditional IRA to receive the payment. However, in choosing a traditional IRA, you may wish to make sure that the traditional IRA you choose will allow you to move all or a part of your payment to another traditional IRA at a later date, without penalties or other limitations. See IRS Publication 590, Individual Retirement Arrangements, for more information on traditional IRAs (including limits on how often you can roll over between IRAs).

**DIRECT ROLLOVER to a Plan.** If you are employed by a new employer that has an eligible employer plan, and you want a direct rollover to that plan, ask the plan administrator of that plan whether it will accept your rollover. An eligible employer plan is not legally required to accept a rollover. Even if your new employer's plan does not accept a rollover, you can choose a DIRECT ROLLOVER to a traditional IRA. If the employer plan accepts your rollover, the plan may provide restrictions on the circumstances under which you may later receive a distribution of the rollover amount or may require spousal consent to any subsequent distribution. Check with the plan administrator of that plan before making your decision.

**DIRECT ROLLOVER of a Series of Payments.** If you receive a payment that can be rolled over to a traditional IRA or an eligible employer plan that will accept it, and it is paid in a series of payments for less than 10 years, your choice to make or not make a DIRECT ROLLOVER for a payment will apply to all later payments in the series until you change your election. You are free to change your election for any later payment in the series.

**Change in Tax Treatment Resulting from a DIRECT ROLLOVER.** The tax treatment of any payment from the eligible employer plan or traditional IRA receiving your DIRECT ROLLOVER might be different than if you received your benefit in a taxable distribution directly from the Plan. For example, if you were born before January 1, 1936, you might be entitled to ten-year averaging or capital gain treatment, as explained below. However, if you have your benefit rolled over to a section 403(b) tax-sheltered annuity, a governmental 457 plan, or a traditional IRA in a DIRECT ROLLOVER, your benefit will no longer be eligible for that special treatment. See the sections below entitled "Additional 10% Tax if You Are under Age 59-1/2" and "Special Tax Treatment if You Were Born before January 1, 1936."

### 3) Payment Paid to You

If your payment can be rolled over (see Part 1 above) and the payment is made to you in cash, it is subject to 20% federal

income tax withholding on the taxable portion (state tax withholding may also apply). The payment is taxed in the year you receive it unless, within 60 days, you roll it over to a traditional IRA or an eligible employer plan that accepts rollovers. If you do not roll it over, special tax rules may apply.

#### Income Tax Withholding

**Mandatory Withholding.** If any portion of your payment can be rolled over under Part 1 above and you do not elect to make a DIRECT ROLLOVER, the Plan is required by law to withhold 20% of the taxable amount. This amount is sent to the IRS as federal income tax withholding. For example, if you can roll over a taxable payment of \$10,000, only \$8,000 will be paid to you because the Plan must withhold \$2,000 as income tax. However, when you prepare your income tax return for the year, unless you make a rollover within 60 days (see "Sixty-Day Rollover Option" below), you must report the full \$10,000 as a taxable payment from the Plan. You must report the \$2,000 as tax withheld, and it will be credited against any income tax you owe for the year. There will be no income tax withholding if your payments for the year are less than \$200.

**Voluntary Withholding.** If any portion of your payment is taxable but cannot be rolled over under Part 1 above, the mandatory withholding rules described above do not apply. In this case, you may elect not to have withholding apply to that portion. If you do nothing, 10% will be taken out of this portion of your payment for federal income tax withholding. To elect out of withholding, ask the Plan Administrator for the election form and related information.

**Sixty-Day Rollover Option.** If you receive a payment that can be rolled over under Part 1 above, you can still decide to roll over all or part of it to a traditional IRA or to an eligible employer plan that accepts rollovers. If you decide to roll over, you must contribute the amount of the payment you received to a traditional IRA or eligible employer plan within 60 days after you receive the payment. The portion of your payment that is rolled over will not be taxed until you take it out of the traditional IRA or the eligible employer plan.

You can roll over up to 100% of your payment that can be rolled over under Part 1 above, including an amount equal to the 20% of the taxable portion that was withheld. If you choose to roll over 100%, you must find other money within the 60-day period to contribute to the traditional IRA or the eligible employer plan, to replace the 20% that was withheld. On the other hand, if you roll over only the 80% of the taxable portion that you received, you will be taxed on the 20% that was withheld.

**Example:** The taxable portion of your payment that can be rolled over under Part 1 above is \$10,000, and you choose to have it paid to you. You will receive \$8,000, and \$2,000 will be sent to the IRS as income tax withholding. Within 60 days after receiving the \$8,000, you may roll over the entire \$10,000 to a traditional IRA or an eligible employer plan. To do this, you roll over the \$8,000 you received from the Plan, and you will have to find \$2,000 from other sources (your savings, a loan, etc.). In this case, the entire \$10,000 is not taxed until you take it out of the traditional IRA or an eligible

employer plan. If you roll over the entire \$10,000, when you file your income tax return you may get a refund of part or all of the \$2,000 withheld.

If, on the other hand, you roll over only \$8,000, the \$2,000 you did not roll over is taxed in the year it was withheld. When you file your income tax return, you may get a refund of part of the \$2,000 withheld. (However, any refund is likely to be larger if you roll over the entire \$10,000.)

**Additional 10% Tax If You Are under Age 59-1/2.** If you receive a payment before you reach age 59-1/2 and you do not roll it over, then, in addition to the regular income tax, you may have to pay an extra tax equal to 10% of the taxable portion of the payment. The additional 10% tax generally does not apply to: (1) payments that are paid after you separate from service with your employer during or after the year you reach age 55; (2) payments that are paid because you retire due to disability; (3) payments that are paid as equal (or almost equal) payments over your life or life expectancy (or your and your beneficiary's lives or life expectancies); (4) dividends paid with respect to stock by an employee stock ownership plan (ESOP) as described in Code section 404(k); (5) payments that are paid directly to the government to satisfy a federal tax levy; (6) payments that are paid to an alternate payee under a qualified domestic relations order; or (7) payments that do not exceed the amount of your deductible medical expenses. See IRS Form 5329 for more information on the additional 10% tax.

The additional 10% tax will not apply to distributions from a governmental 457 plan, except to the extent the distribution is attributable to an amount you rolled over to that plan (adjusted for investment returns) from another type of eligible employer plan or IRA. Any amount rolled over from a governmental 457 plan to another type of eligible employer plan or to a traditional IRA will become subject to the additional 10% tax if it is distributed to you before you reach age 59-1/2, unless one of the exceptions applies.

**Special Tax Treatment If You Were Born before January 1, 1936.** If you receive a payment from a plan qualified under section 401(a) or a section 403(a) annuity plan that can be rolled over under Part 1 and you do not roll it over to a traditional IRA or an eligible employer plan, the payment will be taxed in the year you receive it. However, if the payment qualifies as a "lump sum distribution," it may be eligible for special tax treatment. A lump sum distribution is a payment, within one year, of your entire balance under the Plan (and certain other similar plans of the employer) that is payable to you after you have reached age 59-1/2 or because you have separated from service with your employer (or, in the case of a self-employed individual, after you have reached age 59-1/2 or have become disabled). For a payment to be treated as a lump sum distribution, you must have been a participant in the plan for at least five years before the year in which you received the distribution. The special tax treatment for lump sum distributions that may be available to you is described below.

**Ten-Year Averaging.** If you receive a lump sum distribution and you were born before January 1, 1936, you can make a

one-time election to figure the tax on the payment by using "10-year averaging" (using 1986 tax rates). Ten-year averaging often reduces the tax you owe.

**Capital Gain Treatment.** If you receive a lump sum distribution and you were born before January 1, 1936, and you were a participant in the Plan before 1974, you may elect to have the part of your payment that is attributable to your pre-1974 participation in the Plan taxed as long-term capital gain at a rate of 20%.

There are other limits on the special tax treatment for lump sum distributions. For example, you can generally elect this special tax treatment only once in your lifetime, and the election applies to all lump sum distributions that you receive in that same year. You may not elect this special tax treatment if you rolled amounts into this Plan from a 403(b) tax-sheltered annuity contract or from an IRA not originally attributable to a qualified employer plan. If you have previously rolled over a distribution from this Plan (or certain other similar plans of the employer), you cannot use this special averaging treatment for later payments from the Plan. If you roll over your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, you will not be able to use special tax treatment for later payments from that IRA, plan, or annuity. Also, if you roll over only a portion of your payment to a traditional IRA, governmental 457 plan, or 403(b) tax-sheltered annuity, this special tax treatment is not available for the rest of the payment. See IRS Form 4972 for additional information on lump sum distributions and how you elect the special tax treatment.

## How to obtain additional information

This notice summarizes only the federal (not state or local) tax rules that might apply to your payment. The rules described above are complex and contain many conditions and exceptions that are not included in this notice. Therefore, you may want to consult with the Plan Administrator or a professional tax advisor *before* you take a payment of your benefits from your Plan. Also, you can find more specific information on the tax treatment of payments from qualified employer plans in IRS Publication 575, *Pension and Annuity Income*, and IRS Publication 590, *Individual Retirement Arrangements*. These publications are available from your local IRS office, on the IRS's Internet web site at [www.irs.gov](http://www.irs.gov), or by calling 1-800-TAX-FORMS.



# Refund Application, Part 1

For a **TOTAL REFUND** directly to the applicant

## PART 1, SECTION 1

### APPLICANT DATA

- a) Social Security number ..... XXX-XX-XXXX
- b) MTRB member number, if known .....  Not known
- c) Name ..... Last   
First  MI
- d) Gender ..... M F
- e) Former/maiden name, if applicable .....  Not applicable
- f) Date of birth ..... mm/dd/yyyy
- g) Mailing address ..... Number and street   
City  State  ZIP
- h) Home phone number .....  -
- i) Daytime phone number .....  -  ext.
- j) E-mail, if any .....
- k) **Alternate address:** If you will be residing at an address other than the one listed at line g (for example, a new or vacation address) during the next two months, please list it below so that we know where to contact you if we need any additional information.
- Mailing address ..... Number and street   
City  State  ZIP
- Phone number .....  -
- Dates at this address ..... From mm/dd/yyyy   
To mm/dd/yyyy
- l) Have you ever been convicted of a criminal offense involving your Massachusetts public employment? ..... No Yes. If "yes," please attach additional sheet(s) to describe the offense.

Form FIN-F0060-RFT-08102005

### MTRB USE ONLY

	Date received
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## PART 1, SECTION 2

MOST RECENT  
MASSACHUSETTS  
PUBLIC SCHOOL  
EMPLOYMENT DATAa) Your date of separation from Massachusetts  
public school service ..... mm/dd/yyyy

b) Type of separation ..... Voluntary\* Involuntary

- \* Note: 1) The expiration of a term of employment stated in an employment contract is a voluntary separation.  
2) A negotiated termination is a voluntary separation.  
3) The end of a temporary, substitute appointment is a voluntary separation.

c) **On your date of separation from service**, by  
how many school districts were you employed? 1 2 3Please list the name(s) of the school district(s)  
that you were employed by **on your date of****separation** from Massachusetts public school service Position title(s)


## PART 1, SECTION 3

SERVICE DATA  
FOR INTEREST  
ELIGIBILITY  
PURPOSES

The amount of refund interest you are entitled to is based on several factors, provided you are not subject to any forfeiture provisions due to criminal conviction. If you became a member:

- BEFORE January 1, 1984, you will receive 100 percent of your interest.  
■ ON OR AFTER January 1, 1984 and you:  
☐ RESIGN and have:  
    ■ LESS THAN FIVE YEARS of creditable service, you will receive no interest on your accumulated total deductions.  
    ■ FIVE, BUT LESS THAN TEN YEARS of creditable service, you will receive 50 percent of your accrued interest.  
    ■ TEN OR MORE YEARS of creditable service, you will receive 100 percent of your accrued interest.  
☐ ARE INVOLUNTARILY TERMINATED, you will receive 100 percent of your interest.

In addition to the above situations, **if you apply for a refund more than two years after the date of your resignation or termination, you are eligible to receive the interest accumulated only for the two years immediately following that date.** This applies regardless of the amount of creditable service you have or when you became a member.

a) Have you ever been a member of a  
Massachusetts contributory retirement system  
**OTHER** than the MTRS? .....

No Yes. If "yes," please provide the following:

Name of system

From mm/yyyy

To mm/yyyy


b) To the best of your knowledge, when did you  
first become a member of either the MTRS  
OR another Massachusetts contributory  
retirement system? .....

BEFORE January 1, 1984

ON OR AFTER January 1, 1984

c) To the best of your knowledge, how many years  
of creditable service with Massachusetts  
contributory retirement systems, including  
the MTRS, do you have? .....

Less than 5

10, but less than 20

5, but less than 10

20 or more

## PART 1, SECTION 4

YOUR PAYMENT  
SELECTION,  
STATEMENT AND  
SIGNATURE

I have applied to receive a refund of the balance in my MTRS annuity savings account and hereby choose to receive my payment by way of **A TOTAL REFUND DIRECTLY TO ME.**

I, the undersigned, hereby certify under the penalties of perjury that the information provided in Part 1 of this application is true, complete and correct to the best of my knowledge, and that:

- 1) I am not presently receiving Workers' Compensation payments, either on a weekly basis or, in the case of a lump-sum settlement, during the period of time over which the lump-sum settlement is allocated.
- 2) I currently do not have either a pending claim for Workers' Compensation, or a pending application for retirement (this includes superannuation retirement, under the "regular" or RetirementPlus plan, as well as ordinary or accidental disability retirement).
- 3) I am not on a paid or unpaid leave of absence.
- 4) I have left Massachusetts public employment and will not be accepting employment with a public school system or any other political subdivision which requires membership in a Massachusetts contributory retirement system.
- 5) If my employment has been involuntarily terminated, I am not appealing—nor do I intend to appeal—my termination.
- 6) By taking a refund of my MTRS annuity savings account, I understand that I am terminating my membership in the Massachusetts Teachers' Retirement System and surrendering all other rights and privileges to which I was entitled as a member. This means that I understand that:
  - a) If I have completed 20 or more years of creditable service, in lieu of receiving a lump-sum refund, I could elect to receive a retirement pension.
  - b) If I became a member after January 1, 1978 and I completed 10 or more years of creditable service, and then resigned or voluntarily terminated my employment and left my accumulated total deductions on account with the MTRS instead of taking this refund, I would have had the right to apply for a retirement allowance upon attaining age 55.
  - c) If I return to active service, I do so with the status of a new employee, not entitled to any credit for my previous service unless I buy-back my refund, with interest, before my retirement date, if applicable.
- 7) I have read and understand the information contained in this application and in the "Special tax notice regarding plan payments," which was included with this application.
- 8) I understand that I cannot submit this form to the MTRB until after my school district has issued my final paycheck, and that the MTRB cannot process my refund payment until after it has received BOTH my final payroll deduction from my school district AND the completed Part 2 of this application.**
- 9) I understand that the MTRB will pay my refund—less 20 percent of the taxable portion that must be withheld pursuant to federal law—directly to me in approximately 60 days.

Applicant's signature

X

Date

Name (please print)

SSN



# Refund Application, Part 2

## PART 2, SECTION 1

### APPLICANT DATA

#### Instructions to applicant:

Please provide your personal data and then forward these two pages to **the payroll officer of the school district(s) by which you were employed on the date of your separation from service** for completion of Sections 2 through 5.

Your payroll officer will then return these two pages to you for forwarding to the MTRB along with Part 1, pages 1 through 3.

\*NOTE: If you were employed by more than one school district on your date of separation from service, please make additional copies of these two pages and have them completed by a payroll administrator in each of the districts in which you were employed.

a) Name of applicant..... Last	<input type="text"/>	
	First <input type="text"/>	MI <input type="text"/>
b) Social Security number ..... XXX-XX-XXXX	<input type="text"/>	
c) Former/maiden name, if applicable.....	<input type="text"/>	<input type="checkbox"/> Not applicable
d) Mailing address ..... Number and street	<input type="text"/>	
	City <input type="text"/>	State <input type="text"/> ZIP <input type="text"/>
e) Home phone number .....	<input type="text"/> - <input type="text"/>	
f) Daytime phone number .....	<input type="text"/> - <input type="text"/>	ext. <input type="text"/>
g) E-mail, if any .....	<input type="text"/>	
h) Date of separation from service..... mm/dd/yyyy	<input type="text"/>	
i) Name of school district* .....	<input type="text"/>	

#### INSTRUCTIONS TO PAYROLL OFFICER

The person named above wishes to apply for a refund of the balance in his or her MTRS annuity savings account. Accordingly, we kindly ask you to please follow these steps:

- **Complete** Sections 2 through 4, below, and make a copy of these two pages for your records.
- **After you have issued the applicant's final paycheck, return** these two pages **directly to the applicant**. It is then the applicant's responsibility to submit his or her entire **Refund Application** to the MTRB. Please note that the applicant cannot submit this application until after his or her last day of service, and we cannot process the refund until after we have received the applicant's final payroll deduction

Please note:

- An applicant is **not** eligible for a refund if he or she is: currently receiving Workers' Compensation payments; on a paid or unpaid leave of absence; or, accepting employment within a public school system or any other public subdivision which would require membership in a Massachusetts contributory retirement system.
- If you have any questions about this form or the refund process, please contact us at 617-878-2890.

Your assistance in expediting the completion of these pages will be most appreciated!

a) Applicant's date of separation from service with your school district ..... mm/dd/yyyy	<input type="text"/>
b) Type of separation .....	<input type="checkbox"/> Voluntary* <input type="checkbox"/> Involuntary
* Note: 1) The expiration of a term of employment stated in an employment contract is a <b>voluntary</b> separation.	
2) A negotiated termination is a <b>voluntary</b> separation.	
3) The end of a temporary, substitute appointment is a <b>voluntary</b> separation.	
c) To your knowledge, has the applicant ever been convicted of a criminal offense related to the member's office or position?	<input type="checkbox"/> No <input type="checkbox"/> Yes. If "yes," please attach additional sheet(s) to describe the offense. <input type="checkbox"/> Don't know
d) Is the member's separation from service related in any way to a criminal action?.....	<input type="checkbox"/> No <input type="checkbox"/> Yes

## PART 2, SECTION 3

SERVICE  
VERIFICATION

**This section is very important.** We need to know the applicant's history of service with your school district to determine his or her total amount of creditable service, which affects the amount of interest to which he or she is entitled. Accordingly, please report this applicant's history of continuous service with your school district. Please indicate whether service was rendered on a full-time or part-time basis; if service was rendered on a part-time basis, please also indicate it as a percentage of full-time. If necessary, please attach additional sheets to report this service.

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Full-time	OR	Part-time, and indicate % of full-time
/ /	/ /	<input type="checkbox"/>		<input type="checkbox"/> %
/ /	/ /	<input type="checkbox"/>		<input type="checkbox"/> %
/ /	/ /	<input type="checkbox"/>		<input type="checkbox"/> %
/ /	/ /	<input type="checkbox"/>		<input type="checkbox"/> %

For the service reported above, please report any authorized **leaves of absence** and indicate whether the applicant received full, no or partial compensation during this leave.

From (mm/dd/yyyy)	To (mm/dd/yyyy)	Compensation			
		Full	None	Partial, and indicate % of full-compensation	
/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%
/ /	/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	%

Please report this member's FINAL monthly payroll deduction.

- Indicate both the regular deduction and, if applicable, the additional 2% on earnings over \$30,000.
- If the member is participating in RetirementPlus and is paying his or her accelerated RetirementPlus cost, if any, via payroll reduction, please also indicate that monthly payment.

Date (mm/yyyy)	Regular deduction amount	2% deduction amount, if applicable	RetirementPlus accelerated payment amount, if applicable	Amount of total FINAL deduction

I hereby certify, under the penalties of perjury, that the above information is true, complete and correct to the best of my knowledge. Additionally, I hereby certify that: 1) the applicant is no longer employed as a teacher or administrator with our school district; 2) to my knowledge, he or she has not accepted employment either as a teacher or public employee within the Commonwealth or any public entity thereof; and, 3) we have issued the applicant's final paycheck and processed his or her last MTRS deduction. I have made a copy of these pages (Part 2, Sections 1 through 4) for future reference and clarification, if necessary.

Signature of school department official. ....		Date	
Name (please print) ....			
Title.....			
Phone .....		-	
Fax.....		-	
E-mail.....			

**Please return these two pages directly to the applicant for submittal to the MTRB.**  
**Thank you for your assistance to us and our members!**